

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: March 27, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 30 FY 13/14 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective March 27, 2014.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Jennifer Johnston, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Chris Trenchel, Controller/ Budget Division
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 30
Fiscal Year: 2013/2014
Posted Date: 3/17/14
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	7258	Maintenance Machinist Supervisor I

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Personnel Analyst, at (415) 557-4926 or by email at Cathy.Abela@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Maintenance Machinist Supervisor I
Job Code: 7258**

INTRODUCTION

Under general direction, supervises a group of Maintenance Machinists and other craft workers engaged in the fabrication, maintenance and repair of a wide variety of instruments and mechanical equipment, including pumps and valves, machinery, castings and metal parts.

DISTINGUISHING FEATURES

The class 7258 Maintenance Machinist Supervisor I is the second level supervisory class of the series. It is distinguished from the 7337 Maintenance Machinist Assistant Supervisor in that the latter is the first level working supervisor of the series.

SUPERVISION EXERCISED

Supervises the work of maintenance machinists and other craft workers.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Supervises the work of subordinate craft persons such as machinists, automotive service workers, machinist helpers and welders engaged in the fabrication, maintenance and repair of a wide variety of instruments and mechanical equipment by planning, assigning, organizing, monitoring and reviewing their work; conducts performance evaluations, employee consultations and discipline; enforces departmental policies and procedures; develops new policies and procedures; coordinates with other skilled crafts.
2. Provides training for employees to assist in their development and advancement including safety training and prevention of work-related illness and injury.
3. Oversees the fabrication, maintenance, and repair of a wide variety of instruments and mechanical equipment that includes valves, castings, metal parts, sewer pumps, and pneumatic and hydraulic equipment and performs machinist duties as needed.
4. Prepares drawings, sketches and plans in connection with the fabrication of tools and safety equipment for machine shop use.
5. Prepares job estimates by determining materials and parts needed, cost of materials, manpower needs and tooling requirements.
6. Diagnoses malfunctions in machinery or equipment by testing and making visual or auditory inspections of equipment; and inspects shop equipment, machinery and facilities to ensure proper maintenance and cleanliness.
7. Writes reports, cost estimates, memos, and completes forms regarding personnel, job orders and equipment; requisitions materials and parts; and maintains records.

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**Title: Maintenance Machinist Supervisor I
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8. Requisitions materials and parts needed to maintain, repair and fabricate machinery and equipment.
9. Operates a motor vehicle to transport self and materials to job sites.
10. Performs related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: machining methods and principles; basic composition, characteristics and use of commonly used machine shop metals and materials; mathematical functions; and safety.

Skill in: computer utilization; and operating motor vehicles.

Ability to: plan, assign and supervise; sketch and interpret blueprints and drawings of layout work; diagnose malfunctions; communicate orally and in writing; drive; develop and maintain harmonious and professional working relationships to deal courteously and effectively with individuals from a variety of cultural and socioeconomic backgrounds; gather, prepare and maintain records and utilize applicable computer software.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

1. Completion of a recognized Machinist's apprenticeship program and three years fulltime verifiable experience as a journey-level Maintenance Machinist, and one year fulltime verifiable experience supervising journey-level Maintenance Machinists engaged in repairing, maintaining, rebuilding and fabricating tools, equipment, pumps and component parts; OR
2. A combination of trade related training (certificate program or military training program for a minimum of two years) and fulltime verifiable experience as a journey-level Maintenance Machinist totaling seven years and one year fulltime verifiable experience supervising journey-level Maintenance Machinists engaged in repairing, maintaining, rebuilding and fabricating tools, equipment, pumps and component parts; AND
3. Ability to use applicable computer software applications.

LICENSE AND CERTIFICATION

Possession of a valid driver license.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Maintenance Machinist Supervisor I
Job Code: 7258**

PROMOTIVE LINES

To: No normal lines of promotion

From: 7337 Maintenance Machinist Assistant Supervisor

ORIGINATION DATE: 7/1/1977

AMENDED DATE: 12/26/2008, 3/27/14

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD